

DEPARTMENT OF DEVELOPMENTAL SERVICES- NORTH REGION
JOB OPPORTUNITY
PAYROLL CLERK
(MAY UNDERFILL AS FINANCIAL CLERK)
HUMAN RESOURCES-EAST HARTFORD

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on exam list

Location: Human Resources, East Hartford

Job Posting No: 00018615

Hours: Monday- Friday; 8:30am-5:00pm; RDO Saturday and Sunday

Salary: \$42,039-\$55,131 annually

Closing Date: November 25, 2013

Eligibility Requirement: Candidates must have applied for and passed the Payroll Clerk exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Knowledge of payroll terminology, practices and procedures; knowledge of basic accounting and bookkeeping principles and procedures; knowledge of general office procedures; skill in performing arithmetic computations; basic interpersonal skills; ability to read, understand and apply applicable contract guidelines and regulations; ability to maintain records and files; ability to follow complex oral and written instructions; ability to operate office equipment which includes personal computer and other electronic equipment.

General Experience: Three (3) years of experience in bookkeeping, accounts payable or clerical work involving finances.

Special Experience: One (1) year of the General Experience must have involved payroll preparation.

Substitution Allowed: 1 College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.
2. One (1) year as a Financial Clerk performing payroll duties may be substituted for the General and Special Experience.

Special Requirement: Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit copies of last two performance appraisals and an Application for Employment (CT-HR-12), including the position number to:

Please visit the DDS Intranet site @ www.ct.gov/ddssi to view additional postings.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send application materials to:
Department of Developmental Services — North Region
155 Founders Plaza, 255 Pitkin Street
East Hartford, CT 06108
Attn: Carol Pfeifer
Email: carol.pfeifer@ct.gov Phone: 860-263-2618 Fax: 860-622-4967

Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

An Affirmative Action/Equal Opportunity Employer